

Approved For Release 2002/07/23 : CIA-RDP78-04007A000400040029-3

Office Memorandum • UNITED STATES GOVERNMENT

25X1A

TO : [REDACTED] Security Control Staff DATE: 3 February 1948

FROM : Acting Deputy for Security

SUBJECT: CIA Use of Franked Communications

Reference is made to previous request for policy statement concerning use of franked envelopes bearing CIA letterhead for communication purposes. 57-42a

In consideration of this problem, communications between the agency and its personnel in administrative matters could best be achieved, from security standpoint, by transmission from A & M to CIA employees within the agency through the medium of the various Administrative Officers of each section in CIA. This would eliminate the necessity of using an accountable item, such as a franked envelope, and would provide an added security safeguard by keeping such communications within the agency channels. 287

In those cases where any communications of this nature cannot be delivered directly to the employee but for any reason must be mailed to the employee at his residence, such can be achieved by having the Administrative Officers mail the communication in accordance with security dictates either by franked envelope or by using a printed envelope with postage. The responsibility for this security determination can be delegated through the Assistant Directors and Executive Officers to the Administrative Officers in each area. It will, of necessity have to be a broad application to provide for all contingencies that fall in the category of communications by A & M to CIA employees.

There is a larger aspect covered in the first request for a policy statement relative to communications to private individuals directly or indirectly concerned with CIA operations.

25X1A [REDACTED] Assistant General Counsel, spoke to Col. Edwards concerning the matter of franked communications and it was suggested that you communicate with him in connection with drawing up a policy statement concerning this problem.

DOC	21	REV DATE	07/05/80	BY	018995
ORIG COMP	07	OPI	31	TYPE	02
ORIG CLASS	R	PAGES	1	REV CLASS	4
JUST		NEXT REV		AUTH	HR 70-2

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